# Contact Information:

***I'm having trouble logging in, who should I contact?***

Questions relating to logging in, trouble with the web site, forgetting your password, data not saving properly, or printing reports may be directed to Jennifer Rattling Leaf at the Department of Education. Contact Jennifer at:

jennifer.rattlingleaf@state.sd.us

or

(605) 773-4703

***Who can assist me in determining the correct way to report this incident?***

All questions relating to how to code incidences, determining the proper incident type, determining number of victims, etc. should be directed to Shawnie Rechtenbaugh at the Dept. of Human Services. Contact Shawnie at:

shawnie.rechtenbaugh@state.sd.us

or

(605) 773-4807

# Helpful Hints for Successful Data Submission:

►First complete the "Contact Information" screen. This will provide DOE/DHS with an email address that can be used if further notifications are necessary *during* this data collection. Only one contact person may be reported for each school district. This is the single point of contact regarding questions, clarifications, omissions and notifications for DOE/DHS. Keep in mind that notifications and clarifications may be needed after June 15th, so hopefully this should be someone available during the summer months.

►If you have several individuals working on this data collection, a paper copy of the necessary forms are available by following pages 3-5 in the submission instructions. Submission instructions are available on-line at the following site: http://doe.sd.gov/ofm/sdgf/index.asp

►For clarification and uniformity of reporting incident types, etc. a Glossary of Terms is available on-line or by following page 3 in the Submission Instructions.

►Any weapons possession incident (incidents # 20-21) that is reported must be further clarified as "with or without intent to do harm." Please follow instructions if needing to report an incident of this type.

►The School Data section of the submission must be completed fully for each attendance center before you will be allowed to mark the District Data Complete.

►The "School Data" and "District Data" sections of this data collection must be completed before the submission is considered final.

►This data collection has new importance. In addition to fulfilling the district's reporting requirements for Title IV and Gun-Free School Act this data will be used for identification of "persistently dangerous schools". See enclosed document entitled "Unsafe School Choice Option Policy". The Unsafe School Choice Option Policy is also available on DOE's website at http://doe.sd.gov/ofm/sdgf/unsafeschoolchoice.asp.

►Accurate and complete data submission is required on or before June 15, 2010. Review all reports prior to indicating that the data submission is complete.